

State of California Military Department

State Travel Handbook June 6, 2014



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Chapter 1 - General

A. General Information

This handbook applies to State Civil Service and State Active Duty employees of the California State Military Department (CMD) who are required to travel in an official capacity. The purpose of this document is to provide state employees and their supervisors sufficient information about the policies and procedures that must be followed prior to, during and subsequent to period of authorized travel.

It is the intent of the State to provide reimbursement for necessary travel expenses incurred on official business by state employees. The CMD supervisors are responsible for determining the necessity and the method of employee travel. Accordingly, it is of primary interest to employees and supervisors to ensure that the employee has specific authority to incur reimbursable expenses.

This handbook does not address all the variables that could be encountered by an employee in connection with authorized travel. For such situations, the employee or supervisor should contact the Comptroller Office, Accounts Payable-Travel Section to obtain necessary guidance or information prior to travel.

B. Policies and Regulations

The following references describe the official travel reimbursement guidelines for State Civil Service and State Active employees of the CMD.

- State Administrative Manual (SAM) Chapter 700
- Department of Personnel Administration Rules (CALHR) rules, Article 2, Section 599.615 through 599.638.1.
- CAARNG Regulation 55-1 and 173-30 (Appendix N)
- Only mission critical travel is allowed. Non-essential State Travel includes conferences, networking opportunities, professional development courses, continuing education classes and seminars and non-essential meetings. Please refer to Policy Memorandum 2011-11 Official State Travel (Appendix A) and Executive Order B-06-1, Office of the Governor, 26 April 2011 (Appendix B).

C. Proponent Office

Military Department
Comptroller Office
9800 Goethe Road
Sacramento, CA 95827
(916) 854-3551

D. Contact List**Travel Reimbursement Claims:**

Military Department
Accounts Payable Box #43
Attn: Travel Section
9800 Goethe Road
Sacramento, CA 95827
(916) 854-3551

Travel Reimbursement Claims:

Military Department – Comptroller Office
Accounting Box #21
Attn: Travel Advance Section
9800 Goethe Road
Sacramento, CA 95827
(916) 854-3376

Out of State Travel:

Military Department – Comptroller Office
State Budget Branch Box #13
Attn: Out of State Travel
Sacramento, CA 95827
(916) 854-3589

E. Helpful Links

Travel Portal Website: <https://ngcaportal.ng.army.mil/sites/cajs-sc>

In the Travel Documents folder, you will find several helpful items, to include:

- Forms
- Newsletters
- Updates to Rules and Regulations

On the right side under “Travel” you will find several helpful links, to include:

CalATERS Global: http://www.sco.ca.gov/calaters_global.html

State Online Booking Caltravelstore (Concur): <http://caltravelstore.com>

SAM 700: <http://sam.dgs.ca.gov/TOC/700.aspx>

SAM 8100: <http://sam.dgs.ca.gov/TOC/8100.aspx>

CALHR Policies: <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

Rental vs. Employee Reimbursement Calculator:

http://www.enterprise.com/car_rental/mileageCalculator.do

F. Definitions: For the purposes of this handbook the following definitions apply:

Headquarters (HQ): HQ shall be established for each state employee and shall be defined as the place where the employee spends the largest portion of regular workdays or working time, or the place to which he/she returns on completion of special assignments (SAM Section 0710-CALHR Rule 599-616).

Residence: Residence is the actual dwelling place of the employee and will be determined without regard to any legal or mailing address.

Travel Expenses: Those costs incurred for meals (subsistence), lodgings and personal expenses as a result of travel while on official business.

Business expenses: Costs for business phone calls, equipment or supplies which are directly related to the employee's travel requirements.

Transportation Expenses: Transportation expenses consist of costs for commercial carrier fares; private owned and operated automobile mileage; emergency repairs to state automobiles; parking; bridge and road tolls; taxi fares; and all other charges essential to the transport of the employee in order to conduct official state business.

In-State Travel: In-State travel is defined as travel totally within California. In a few instances, the employee may be required to go into an adjoining State in order to travel to his destination in California. In those instances, that portion of the travel is also considered to be In-State.

Out-of-State Travel: Whenever employees are required to conduct official business at a location outside of California, they are in an Out-of-State travel status.

Represented Employees: State Civil Service employees, represented by a bargaining unit.

Non-represented Employees: Employees that are supervisors, in management, or State Active Duty (SAD) and not represented by a bargaining unit.

California Department of Human Resources (CALHR): The State Agency which establishes rules and guidelines for state employee travel procedures.

Adequate Quarters: Adequate quarters has been defined as the same quality of furnishing, facilities, and services as they would have in a good quality, mid-level hotel with not less than 250 square feet net living area, private room, private bath, to include telephone services with internet capability.

G. GUIDELINES.

1. The mode of transportation utilized must be in the best interest of the State. Both the direct charge and the cost of the employee's time must be considered in determining the authorized mode of travel.
2. Airline and/or rental car reservations must be secured through the State's approved travel agency, Caltravelstore. Caltravelstore's contact information is below:

Online Concur reservations not containing Southwest Flight

www.caltravelstore.com (\$5 fee)

Concur phone reservations

Online Concur reservations containing Southwest Flights

www.caltravelstore.com (\$12 fee)

Afterhours/Emergency Concur service/reservations by phone:

877-454-8785 (\$16 fee)

Rental Car booking can also be completed through the Enterprise Rental Car Web page at: http://www.enterprise.com/car_rental/home.do. For more information on rental car reservations see Appendix G.

3. In accordance with CALHR PML 2009-018: "All business travel that results in any cost (airfare, rental car, meals, hotel, etc.) to the State must be supported by a Travel Expense Claim (TEC). If an oversized vehicle is required than you must submit a Justification for Rental Car Expense form (Appendix E) with your claim.

H. Travel Advances.

- 1) Travel advances are encouraged and approved on a case-by-case basis. Advances are authorized for 80% of the estimated expenses. Request should be submitted two weeks prior to the execution of travel and only one outstanding travel advance is authorized at a time. The travel claim for any advances must be submitted within 10 days after the completion of travel per SAM 8100. Travel Advance deductions will be applied to the first claim submitted following an advance. Any outstanding travel advance must be cleared prior to the issue of a second advance.
- 2) Note: "Request for Travel Advance" form (Appendix C), should be completed and included as back up for the CalATERS Travel Advance Report. Requests for information or submission of Travel Advance Requests should be addressed to the CMD Comptroller Travel Advance Office (see Contact List info on page 5).

CHAPTER 2 - State Travel Authority and Allowances

A. In-State Authority

The authority for an employee's reimbursable travel must be approved by the employee's supervisor, prior to the employee entering travel status. In all cases, the approving authority is responsible for assuring that the proposed travel is necessary and that the expenses incurred by the employee are reasonable and consistent with the objective of the travel. In developing travel itineraries, the following factors should be considered:

- Generally, subsistence expenses are only authorized for the cost incurred at locations outside a 50 mile radius of the employ's assigned HQ or home of record (HOR).
- All travel and transportation related expenses are reimbursed at rates deemed to be in the best interest of the State. Employees and supervisors should be aware that authorized reimbursements are calculated in accordance with this policy, even though a more expensive mode of transportation may have been selected.

B. Out-Of-State Authority

The Governor's Office and Department of Finance are the approving authorities for Out-of-State travel. Requests for Out-of-State travel authority must be submitted at least 21 days prior to the date the employee(s) enter(s) travel status. Request for Out-of-State travel authority are submitted through the appropriate Division Chiefs of Staff, to the Comptroller's Directorate (NGCA-JSSC) for forwarding to the Governor's Office. An approved Out-of-State trip memo must be signed by the appropriate Supervisor, the Division Chief of Staff and the Governor's Office prior to the execution of any Out-of-State travel. Except in emergency conditions, employees will adhere to the approved itinerary and cost estimates.

- Justification for the travel
- The business to be accomplished
- The agencies, offices and/or persons to be visited
- The benefit derived by the state
- Other factors necessary to substantiate the travel requirement
- In the event more than one individual is required to travel, the request must provide a detailed justification as to why more than one person is required to travel.
- Itinerary, including estimated cost of lodging, meals, incidentals, airfare, auto rental, taxi, and other (including taxes).

C. Travel Allowances

When employees are on travel status, payment of a subsistence allowance is authorized. The circumstances of travel will determine the rate allowed.

- 1) **Allowances** are authorized when circumstances and duration of travel are such that the traveler incurs expenses comparable to those arising from good moderate priced

establishments catering to the general public. Generally, subsistence expenses are only authorized for costs incurred at locations outside a 50 mile radius of the employee's assigned HQ or HOR and for duration periods in excess of 24 hours.

- 2) **Non-commercial expenditures**, such as staying with friends or relatives with no "out-of-pocket" expense are not authorized for reimbursement. If any out-of-pocket expenses are incurred, Represented employees who are authorized and seeking reimbursement for "non-commercial" expenditures must submit a memorandum prior to travel requesting authorization and stating what "Non-commercial" facilities will be utilized, and why. Non-represented employees cannot claim non-commercial expenditures.
- 3) **Military Department** facilities are located at Camp San Luis Obispo, Camp Roberts, and Los Alamitos. Staying at these "on-post" facilities is encouraged when adequate quarters (see definition of "adequate quarters" in Chapter 1, page 7) are available. Employees may utilize off-post commercial lodging.
- 4) **Reimbursement Rates** are actual business travel expenses in accordance with the provisions of the current bargaining unit agreements, CALHR rules for reimbursement, and IRS requirements. Reimbursement is limited to actual expenses up to a maximum limit; all reimbursable travel expenses require receipts and/or other verification of the expense.

- **Maximum Rates for Meals and Incidentals for In-State and Out-of-State Travel are as follows:**

- | | |
|--------------|---------------------------|
| ○ Breakfast | actual expense up to \$7 |
| ○ Lunch | actual expense up to \$11 |
| ○ Dinner | actual expense up to \$23 |
| ○ Incidental | actual expense up to \$5 |

In accordance with CALHR 599.619 employees may not claim meals provided by the State, included in hotel expenses, meals included in transportation costs such as airline tickets, or meals that are otherwise provided as part of an event or activity. For example, if a complimentary hot breakfast is provided by a lodging facility, reimbursement may not be claimed for breakfast. Continental breakfasts and items such as rolls, juice and coffee are not considered to be meals.

- 5) **Time Frames for Meal and Incidental reimbursements are as follows:**

- **Trips of 24 Hours or more**

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

First Day of Travel

Trip begins at/before 0600 (6 am)

Breakfast may be claimed

Trip begins at/before 1100 (11 am)	Lunch may be claimed
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Trip begins at/before 1700 (5 pm)	Dinner may be claimed
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Continuing after 24 hours

Trip ends at/after 0800 (8 am)	Breakfast may be claimed
--------------------------------	--------------------------

Trip ends at/after 1400 (2pm)	Lunch may be claimed
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Trip ends at/after 1900 (7 pm)	Dinner may be claimed
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- **Trips of Less than 24 Hours**

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

Fractional day of travel

Trip begins at/before 0600 (6 am) and ends at/after 0900 (9 am)	Breakfast may be claimed
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Trip begins at/before 1600 (4 pm) and ends at/after 1900 (7 pm)	Dinner may be claimed
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Employees may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable.

- 6) Overtime meals** may be paid to an employee when they are required to work before or after a regularly scheduled work day and are not expected to return home for the meal. Agencies may either provide the meal or grant a meal allowance. An added meal allowance may be granted for each additional six hours worked, to a maximum of three overtime meal allowances per 24-hour period.

7) Accommodation Reimbursement

- a. **Lodging:** Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide an original receipt in order to claim reimbursement. No reimbursement will be paid without a receipt. The receipt must include the following criteria:
 - Itemized (day to day activity)
 - Have a zero balance showing proof of payment
 - Include name and address of the establishment
 - Include claimant's name

- If double occupancy was used, single occupancy rate must be shown

b. Lodging Rates:

California Counties not listed below actual expense up to \$90/night, plus tax

Sacramento, Napa, Riverside Counties actual expenses up to \$95/night, plus tax

Los Angeles, Ventura, Orange Counties actual expense up to \$120/night, plus tax

Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties actual expense up to \$125/night, plus tax

San Francisco and the city of Santa Monica actual expense up to \$150 a night, plus tax

Note: If lodging rate exceeds this reimbursement rate an “Excess Lodging Request form” (Appendix D) should be completed (to include a “Good Faith” effort) and approved prior to the trip. If the Excess Lodging Request form is not completed, and lodging rate exceeds the above rate of reimbursements the lodging rate and tax will be adjusted.

- c. **Training:** Employees attending a State-sponsored training will be reimbursed for receipted lodging up to \$110 per night, plus tax. Employees attending a non-State-sponsored training will be reimbursed for receipted lodging. In both cases the appointing authority must grant prior approval for excess lodging expense with an, Excess Lodging form, which must be submitted with the employee’s Travel expense claim. Please note when attending training, a copy of the training agenda, to include notes on meals that were provided, should be included as backup when submitting our travel claim. Any meals paid or provided by the training will not be reimbursed.
- d. **Out-of-State Travel:** (to any of the 49 other states). Any limitations on are placed by the appointing authority when approving travel. Lodging and meals may otherwise be claimed as follows (applies to all State employees):

With lodging receipt	actual cost of lodging; meals and incidentals, based on appropriate timeframes
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Without lodging receipt	no lodging reimbursement; meals and incidentals, based on appropriate timeframes
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CHAPTER 3 -Transportation

A. Aircraft

- 1) **Travel by Commercial Aircraft.** The State has entered into a contract to provide complete travel services throughout the State, utilizing the State's contracted discount airfares. All methods of travel arrangements must be made through the current State contractor, CALtravelstore. Caltravelsotre can be reached by telephone at (877) 454-8785, and online at www.caltravelstore.com.
 - a. A copy of the flight itinerary must be attached when submitting a travel expense claim, to include any changes that were made to the flight.
 - b. Employees will travel by the least expensive class available. Employees traveling by other than the least expensive class available will provide a full explanation of the necessity when submitting claims for reimbursement. Refundable fares must always be used. If non-refundable fares are used, the traveler is held liable for payment.
 - c. Employees will not be reimbursed for any internet airline ticket purchased from a third party broker such as Priceline, Expedia, Orbitz, etc. The only online booking system authorized is CALtravelstore.
- 2) **Private Aircraft:** Necessary travel on official state business may be by privately-owned aircraft whenever that is the most economical means available or is otherwise in the best interest of the State. Requests for information on use of privately-owned aircraft should be addressed to the CMD Comptroller Travel Section (see Contact List info on page 5).
 - a. Reimbursement for the use of privately-owned aircraft will be made at the current authorized rate per statute mile. Mileage will be computed on the basis of the shortest air route from origin to destination using airways whenever possible. Mileages shown on Travel Expense Claims will be clearly marked "Air Miles" on STD 262 or noted in CalATERS. (Note: use of STD 262 requires authorization from the CMD Travel Section)
 - b. Employees must first obtain supervisor approval. Employee pilots shall certify at least yearly to their employing agency that they have the required liability insurance in force during the period of official travel. These required limits are shown on STD 265. Use STD 265 for certification. In all cases, the aircraft must be certified in accordance with FAA regulations and properly equipped for the type of flying to be performed. State employees who pilot aircraft on official state business must meet the requirements of CALHR Rule 599.628 and SAM Section 0747.
 - c. When substantiated by a voucher, reimbursements will be made for actual and necessary expenses for aircraft rental. Landing and parking fees in connection with the use of privately-owned aircraft will be reimbursed except at the

location where the aircraft is normally stored.

- 3) **Air Travel Insurance:** The State will not pay for air travel insurance when the employee flies as a passenger in a regularly scheduled commercial aircraft. The State of California has an Air Travel Insurance Policy to cover Military Department employees who are directed to fly on military or other non-scheduled aircraft to fulfill their work requirements.

B. Private Owned Vehicle (POV)

- 1) Supervisors are responsible for determining which employees will be authorized to drive on official state business and the types of vehicles each may use. Each person who drives on official state business must possess a valid California drivers license, appropriate to the type of vehicle operated.
- 2) An employee may not be authorized to use a POV to conduct state business unless the employee has a valid Standard Form 261 (STD 261) (Appendix F), Authorization to use a POV on State Business, on file in the Comptroller Office/Travel Office. If an employee uses a POV on official state business without having a valid STD 261 on file, such use does not qualify for mileage reimbursement. Each employee who intends to use a POV on official state business must be aware that the insurance maintained by the State is applicable only to that liability of the person which is over and above the liability insurance maintained by the person. In accordance with the State Administrative Manual, STD 261 must be renewed annually on your birthday. The reverse side of STD 261 will be annotated by the employee with a list of vehicles to be driven which shall include make, model, year, and number of cylinders of each vehicle. It is the employees' responsibility to maintain an accurate STD 261 on file.
- 3) An employee must certify in writing on the STD 261 that the vehicle will always be covered by liability insurance at the following levels: \$ 15,000 for personal injury to, or death of, one person; \$30,000 for personal injury to two or more persons in one accident, and \$5,000 for property damage. The employee must also certify that the vehicle is adequate for the work; the vehicle is equipped with operating safety belts; and is in safe mechanical conditions.
- 4) In general:
 - a. It is economically advantageous to the State to authorize a POV when the total mileage on any one trip will not exceed 100 miles.
 - b. It is economically advantageous to the State to authorize use of a state vehicle, if the total mileage on any one trip will exceed 100 miles.
 - c. When a trip is commenced or terminated at the employee's home, POV mileage reimbursement will be computed from either the employee's HQ or home, whichever results in the lesser distance.

- 5) When use of POV is authorized for travel to or from a common carrier terminal, the following rules apply:
 - a. If the vehicle is parked at the terminal during the period of absence, the employee will be allowed mileage reimbursement at the currently approved rate, plus parking charges. Parking charges exceeding \$10.00 must be supported by an original receipt. In accordance with PML 2007 -024 when parking at all international airports economical parking must be used.
 - b. If the vehicle is not parked at the terminal during the period of absence, the represented employee may claim reimbursement for double mileage distance.
 - c. The mileage will be computed using the distance between the terminal and the employee's residence or HQ, whichever is less. However, if the employee commences or terminates travel one hour before or after his/her regularly scheduled work day, or on a regularly scheduled day off, mileage may be computed from his/her residence.
 - d. The maximum mileage payable to an employee traveling from JFHQ to downtown Sacramento will be 10 miles each way. Mileage from JFHQ to Sacramento Airport will be paid at 25 miles each way. The employee should note their normal work hours on their travel claim.
- 6) **Privately-owned motorcycles and motor driven bicycles** are not authorized as a means of transportation in the conduct of official state business and no reimbursement for expenses will be allowed.
- 7) **Personal vehicle mileage reimbursement** covers gasoline, the cost of maintenance (oil, lube, and routine maintenance), insurance (liability, damage, comprehensive and collision coverage), licensing and registration, depreciation, and all other costs associated with the operation of the vehicle. Employees must have advance approval to drive a personal vehicle on state business.
- 8) **The State Mileage rates** mirror those of the Internal Revenue Service's (IRS) published mileage rates. As of January 1, 2014, the mileage rate is .56/mile.
- 9) **MapQuest, Yahoo maps or other print outs** are required to account for the mileage being claimed. For situations where he/she did not take the shorter route to his/her destination, an explanation should be included in the travel claim. The CMD Comptroller's Travel Office may return the claim or run their own MapQuest print out and cut mileage accordingly.

C. Commercial Automobile Rental

- 1) The current DGS State Rental Car Contract is held by Enterprise Holdings INC., which is the corporate company of Enterprise Rent-A-Car, National Car Rental, and

Alamo Car Rent-A-Car.

- 2) Employees may rent a vehicle from any of the three vendors; however, Enterprise is the most convenient and recommended at this time.
- 3) Enterprise Holding INC. provides a State of California employee sign with “Cal Gov” Express Lane at the top 14 airport locations in California which allows easy access to their rental vehicle. Short-Term rentals will not incur one-way drop charges for all domestic rentals.
- 4) Employees will be required to provide a current driver’s license, State identification badge, and/or business card when renting a short-term vehicle.
- 5) In general, our Department uses Short Term rentals. Effective May 20, 2011, these nationwide rates are as follows:
 - a. Base Rate \$31.46 (Except for the state of New York)
 - b. Maximum Cap Rate \$48.23 (CA Major Airports)

It is recommended that rental car reservations are made through the State’s approved travel agency, Caltravelstore (Concur) at www.caltravelstore.com, to ensure a rental car reservation is not inadvertently booked at an unauthorized reimbursement rate.

- 6) The following “exceptions” will require State Departments to submit a State Controller’s Office (SCO) Rental Car Justification Form (page 25), signed by the employee’s supervisor:
 - a. Renting a vehicle larger than the Intermediate size (Appendix E)
 - b. Renting a vehicle from a no contracted vendor
 - c. Needing physical or medical accommodations
- 7) Instructions on how to book a rental either on-line or by phone can be found in Appendix H – Booking Rental Car Instructions.
- 8) The Commercial Car agreement has been established to meet the short-term travel needs of State employees on official state business. This agreement is limited to a rental period of seven days. Should a traveler require a rental period longer than 7 days, they should contact the CMD Travel Office for prior approval.
- 9) Rental car charges are billed to the CMD directly. Use of an unauthorized rental car agency will result in denied reimbursement and the employee will be held liable for all incurred charges.
- 10) The State will not pay for collision insurance (collision damage waiver) or for medical insurance (personal accident insurance) incident to the rental of a commercial automobile. If an employee sustains any financial loss by reason of having not purchased a damage waiver, that employee may claim reimbursement for such loss, in accordance with paragraph D (1) below. If an employee sustains personal injury while operating a rental vehicle in the conduct of official State

business, the employee is covered under the provisions of Workers' Compensation Insurance Laws.

- 11) Travelers on State business wishing to extend the rental of a vehicle for personal use MUST make separate arrangements with the Rental Facility at the time of making the reservations and picking up the vehicle. At the end of their State business, state travelers MUST close out the rental agreement and have a new rental agreement drawn up for their own personal use.
- 12) Prior to returning the rental car, the traveler must refuel the vehicle to the level at which they rented it. Travelers who incur subsequent fuel charges from a Rental Facility will have to pay back the CMD for the difference of what it would have cost to refuel the rental car on their own. The difference can be figured out using the <http://www.fuelgaugereport.aaa.com>. The tax will have to be applied to this difference as well. The total difference including tax must be submitted by check, money order, or money gram to CMD.

D. Collision or Other Accidental Damage to POV or Rental Automobiles.

- 1) An employee may claim reimbursement for actual repair expenses incurred as a result of collision or other accidental damage to POV or rental automobile while the vehicle was being used on official State business. Reimbursement will be claimed on Travel Expense Claim, STD 262. Note: Use of STD 262 requires authorization from the CMD Comptroller's Travel Office.
- 2) The employee is required to:
 - a. File a Report of Vehicle Accident, SF 270, with the CMD Comptroller's Travel Office (See Contact List page 5) within 24 hours.
 - b. Attempt to recover damages through insurance coverage belonging to the person responsible for causing the damage.
 - c. Attach to the TEC a copy of the SF 270, signed by the employee's supervisor, and a receipted bill for repairs and/or replacement parts.
 - d. Enter the following certification in the [Block (11) "Purpose of trip, Remarks and details"]: I hereby certify that this expense was incurred by me as a result of damage to my privately-owned/rental vehicle. This expense is not reimbursable through the insurance coverage of any of the parties involved in the accident.
 - e. Submit three estimates of the cost of repairs.
- 3) The supervisor who approves the claim will:
 - a. Review, sign and date both the SF 270 and travel expense claim.

- b. Sign the SF 270 to certify that the vehicle was being operated on official business and that the accident occurred through no fault of the employee.
- c. Sign the travel expense claim to certify that the employee has presented sufficient evidence that the repair expense claimed has not been reimbursed by insurance. Determine if the claim is the result of a decision by the employee not to maintain POV collision coverage. If the claim results from the decision of the employee not to maintain collision coverage, the employee may file the claim with the California Victim Compensation and Government Claims Board. Information on filing a claim with the California Victim Compensation and Government Claims Board may be obtained from the CMD Comptroller's Travel Office (See Contact List on page 5).
- d. Forward travel expense claim, SF 270, and three estimates of the cost of repairs to CMD Comptroller's Travel Office (See Contact List on page 5).

E. General Services Pool Vehicles

- 1) State pool vehicles for short-term usage may be obtained at garage locations. State garages are open during 0700 - 1900 daily, M-F, excluding State holidays. Reservations may be made by telephone or in person for a pool car at any garage pool, and must be made for special vehicles, such as station wagons or pickups. Driver's license, billing code (Index and PCA – request from your Directorates Budget Officer), and your Military Department ID are required when picking up the vehicle. For more detailed leasing information, see SAM Section 4100 and DGS – Office of Fleet and Asset Management.

2) State Garage Locations	Address	Phone #
Fresno	1025 P St.	559-445-5527
Los Angeles	122 S. Hill St.	213-897-4066
Oakland	401 27 th St.	510-286-0901
Sacramento	1416 10 th St.	916-657-2675

F. GSA Vehicles

- 1) All requests will be submitted to :
<https://ngcaportal.ng.army.mil/sites/calg/trans/lists/gsa%20vehicle%20request/allitems.aspx>
- 2) All requests are first come first serve.
- 3) If traveling outside of a 50 mile radius DTS Orders or a State Travel Memorandum will be required. (attached to online request) Each request must have a OTAG FORM 355 attached, with supervisors signature.

- 4) Drivers must have a valid driver's license and Accident Avoidance Certificate
- 5) The GSA SOP is located at
https://ngcaportal.ng.army.mil/sites/calg/trans/GSA/GSA_Vehicle_SOP.pdf

G. Miscellaneous Charges

- 1) Ferry, bridge and toll road charges will be allowed
- 2) Charges for necessary parking while on state business will be allowed for:
 - a. Day parking when on trips away from the employee's HQ and HOR.
 - b. Overnight public parking when on trips away from the HQ city and city of HOR.
 - c. An original receipt is required for charges exceeding \$10.00. If receipt is not included in the Travel Expense Claim, please note an explanation in the Notes part of your Travel Expense Claim as to why.
- 3) When utilizing airport parking, hotel parking, etc., the most economical parking must be used.
- 4) Expenses for POV gasoline and/or routine repairs will not be allowed.
- 5) When claiming business expense charges an explanation must included in the Notes part of your Travel Expense Claim. When cell phone charges are claimed, business relationship and purpose of call must be identified in the notes.

CHAPTER 4 - TRAVEL EXPENSE CLAIM PREPARATION

A. California Automated Travel System Global (**CalATERS GLOBAL**)

- 1) CalATERS Global will be used for claiming reimbursement for allowable expenses. Each employee who travels is responsible for the preparation and submission of their travel expense claim in accordance with the provisions and instructions contained herein and on-line at www.calaters.ca.gov. (In special circumstances, a STD form 262 may be used, upon prior authorization from the CMD Comptroller's Travel Office (See Contact List on page 5).
- 2) The purpose of the trip must be clear and specific. Noting: "Attended meetings" and "Project inspections" is not considered a specific purpose.
- 3) The approved Travel Expense Claim (TEC) (Appendix H) must be submitted as one packet, with all original receipts (taped to an 8 ½" by 11" piece of paper), to the CMD Comptroller's Travel Office (See Contact List on page 5), in a timely manner after the travel has taken place. Original receipts are required to support an expense.
- 4) Out-of-State TEC's cannot be combined with In-State TEC's. They must be submitted separately. An Out-of-State trip memo (complete packet), must be attached to the CalATERS print out with the receipts/back up.
- 5) If the amount claimed for any month does not exceed \$10, filing must be deferred until the total exceeds \$10 or until June 30, whichever occurs first.
- 6) Expense claims totaling less than \$1 will not be paid.
- 7) In accordance with Department of Personnel Administrations PML 2009-018: "All business travel resulting in any cost (airfare, rental car, etc...) to the state must be supported by a travel expense claim; a copy of the receipt must be included with the claim.
- 8) When taking personal time adjacent to business travel, all expenses incurred while on personal time must not be claimed.
- 9) At the end of the fiscal year, travel expenses claimed for July 1 and later must be on a separate travel expense claim from those claimed for June 30 and earlier.
- 10) TEC's will be reviewed, approved, and signed by the claimant's supervisor or supervisor's supervisor. A coworker cannot sign when a supervisor is out. It must be a supervisor or above who has knowledge of the travel circumstances. Facsimile or signatures from rubber stamps or signature machines are not acceptable on TECs. Supervisors should carefully review the time, date, and location information on TECs to verify that it agrees with information contained on supporting documents such as airline tickets/itineraries. Conflicting information can arise when receipts are lost, changes are made to travel

arrangements, exchange of airline tickets for alternate flights, etc. A statement of facts surrounding conflicting information is required for all instances giving full details and reasons for the circumstances. This statement of facts must accompany the TEC and must be signed by the traveling employee and their supervisor.

- 11) When local travel includes many destinations throughout a day, the notes icon should be utilized in CalATERS Global giving specific details (start and end time per location and purpose of trip/location) of the trip.
- 12) Outstanding travel advances not supported by a valid approved TEC and travel balances owed to the CMD for travel will be deducted from an employee's pay warrant.

CHAPTER 5 - RELOCATION ALLOWANCES

- 1) If eligible, employees shall be reimbursed for actual lodging expense, supported by original receipt, plus meal and supplement expenses, while locating a permanent residence at the new location. Employee relocation must be authorized in writing by the CMD's Personnel Department in advance of incurring any relocation costs.
- 2) The daily allowance shall not exceed the maximum subsistence authorized in Chapter 2.
- 3) The allowance shall not be paid for more than 60 days unless the Director of the Department of Personnel Administration has determined in advance that the change of residence will result in unusual and unavoidable hardship for the officer or employee and the maximum allowance to be received by the officer or employee. Requests for extension past the authorized 60 days must be submitted through channels to CMD's Travel Office.
- 4) Employees will not receive reimbursement without an original receipt for lodging.
- 5) The relocation allowances shall terminate immediately upon establishment of a permanent residence. The CMD shall determine when a permanent residence has been established.
- 6) Meal expenses from one-day trips to the new location for the sole purpose of locating housing shall be reimbursed. The period claimed shall be included in the computation of the 60-day relocation period.
- 7) In addition to travel and subsistence reimbursement provided above, real estate charges, utility hook-ups and POV mileage will be reimbursed to the employee in accordance with instructions included in the relocation packet provided by the CMD Travel Office.

Appendix A – Policy Memo 2011-11 Official State Travel

STATE OF CALIFORNIA

Edmund G. Brown Jr., Governor

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
Sacramento, California 95826-9101



CAJS-J8

16 September 2011

MEMORANDUM FOR All Chiefs of Staff

SUBJECT: Policy Memorandum 2011-11 Official State Travel

1. References:

- a. Executive Order B-06-11, Office of the Governor, 26 April 2011
- b. Memorandum, Office of the Governor, Travel Requests, 30 June 2010
- c. State Travel Handbook, State of California Military Department, 5 Jan 2011

2. This policy provides direction for all Military Department Divisions, Directorates, and organizations for all travel conducted in the performance of official state duties and job requirements.

3. Recent guidance provided by the Office of the Governor prohibits all non-essential state travel, and states that only mission critical travel or travel at no cost to the State will be permitted. Per Governor's order B-06-11:

a. Mission critical means travel that is directly related to:

- (1) Enforcement responsibilities.
- (2) Auditing.
- (3) Revenue collection.
- (4) A function required by statute, contract or executive directive.
- (5) Job-required training necessary to maintain licensure or similar standards required for holding a position.

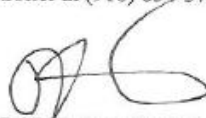
b. Mission critical does not mean travel to attend:

- (1) Conferences (even those that historically have been attended)
- (2) Networking opportunities.
- (3) Professional development courses.

CAJS-J8

SUBJECT: Policy Memorandum 2011-11 Official State Travel

- (4) Continuing education classes and seminars.
 - (5) Non-essential meetings that can be conducted by phone or video conference.
 - (6) Events for the sole purpose of making a presentation unless approved by the Department Director.
4. All travel must be approved by the service member's/employee's component Chief of Staff in advance. However, due to the frequency of travel by certain employees and members within the Military Department, blanket travel approvals have been granted for selected units. These units have been notified separately of their exemptions.
5. Request for Out of State (OST) travel allowed on the current OST blanket are considered pre-approved, but still must be forwarded to J8, State Budget Branch to ensure the trip matches the approved OST blanket. Any changes in attendees, duration or purpose, and mission critical trips currently not established on the approved OST blanket require individual trip authorization through the Governor's office prior to execution. These individual trip requests must be submitted through the component Chief of Staff and forwarded 30 days prior to the start of the trip to J8, State Budget Branch in order to make timely submission through the Governor's Office for approval.
6. When travel is complete, the traveler will submit an expense claim in accordance with California Military Department State Travel Handbook. The claim will be reviewed, approved, and signed by the claimant's supervisor or second-level supervisor. A coworker may not sign when a supervisor is unavailable. Once the traveler's supervisor has reviewed and approved an expense claim, the supervisor will forward it to the comptroller's office for final review. Claims which include any business expense must also be reviewed and approved by the component Chief of Staff.
7. Contact MAJ Jeffery Kerns, Deputy Comptroller at (916) 854-3736 for additional questions.



ROBERT A. SPANO
COL, AV, CAARNG
Director, Joint Staff/Chief of Staff

Appendix B – Executive Order B-06-1, Office of the Governor, 26 April 2011

EXECUTIVE ORDER B-06-11

4-26-2011

WHEREAS the Governor's 2011-12 budget proposes to close the state's structural budget deficit in part through increased efficiency that will substantially reduce state operational expenses; and

WHEREAS since the beginning of this Administration, Executive Orders and other directives have been issued to restrict hiring in state government, drastically reduce the number of state cell phones and vehicles, and stop spending taxpayer dollars on free giveaway and gift items; and

WHEREAS the Governor's 2011-12 budget proposes to cut state operational expenses by reducing discretionary expenditures and increasing efficiency; and

WHEREAS restricting both in-state and out-of-state travel to only non-discretionary purposes will further reduce operational expenditures.

WHEREAS the Governor's 2011-12 budget proposes a reduction of \$413 million (\$250 million from the General Fund) in state operation efficiencies and other savings; and

WHEREAS restrictions on travel are necessary to help achieve these savings; and

NOW, THEREFORE, I, EDMUND G. BROWN JR., Governor of the State of California, by virtue of the power vested in me by the Constitution and the statutes of the State of California, do hereby issue the following orders to become effective immediately:

IT IS ORDERED that discretionary travel is prohibited. All in-state non-discretionary travel must be approved by Agency Secretaries or Department Directors who do not report to an Agency Secretary. All out-of-state travel must be approved by the Governor's Office.

IT IS FURTHER ORDERED that the new travel restrictions are as follows:

1. No travel, either in-state or out-of-state, is permitted unless it is mission critical or there is no cost to the state.

Mission critical means travel that is directly related to:

- Enforcement responsibilities.
- Auditing.
- Revenue collection.
- A function required by statute, contract or executive directive.
- Job-required training necessary to maintain licensure or similar standards required for holding a position.

Mission critical does not mean travel to attend:

- Conferences (even those that historically have been attended).
- Networking opportunities.
- Professional development courses.
- Continuing education classes and seminars.
- Non-essential meetings that can be conducted by phone or video conference.
- Events for the sole purpose of making a presentation unless approved by the Department Director.

2. No travel is permitted for more than the minimum number of travelers necessary to accomplish the mission-critical objective. This restriction applies even when there is no cost to the state.

3. Agency Secretaries or Department Directors who do not report to an Agency Secretary may authorize in-state travel when the request conforms to the principles identified above.

4. As referenced in Budget letter 11-06, Agencies and Departments must submit their out-of-state travel requests to the Governor's office by May 6, 2011. No substitutions will be allowed for trips approved per this Budget Letter.

5. The Department of Finance will issue all necessary instructions and forms to implement this restriction on state travel. In addition, the Department of Finance will work with agencies and departments to develop targets for budgetary reductions in lieu of travel restrictions. Departments that achieve their target budget reductions, as determined by the Director of the Department of Finance, may seek exemption from the provisions of this executive order.

IT IS REQUESTED that other entities of State government not under my direct executive authority conduct an analysis to determine the discretionary nature of their travel in order to reduce unnecessary costs.

This Executive Order is not intended to create, and does not create, any rights or benefits, whether substantive or procedural, or enforceable at law or in equity, against the State of California or its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this Order shall be filed with the Office of the Secretary of State and that it be given widespread publicity and notice.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 26th day of April 2011.

EDMUND G. BROWN JR.
Governor of California

Appendix C – Request for Travel Advance

Memorandum for the State Accounting Branch

Date:

Subject: Request for Travel Advance

Office Symbol:

1. Request a Travel Advance be issued to: _____

SSN: _____ Phone Number: _____

2. Please mail check to: _____

3. Trip Is: ____ In –State ____ Out of State* _____

***Need out of state trip number**

4. Purpose of Trip: _____

5. Departure Date: _____ Return Date: _____

Destination (City and State): _____

6. Estimated Expenditures:

	# of Nights/Miles				
Lodging		@		=	=
Breakfast		@	\$7.00 /day	=	\$
Lunch		@	\$11.00 /day	=	\$
Dinner		@	\$23.00 /day	=	\$
Mileage		@	.56	=	\$

Sub-Total	\$
Less 20%	\$
Total	\$

Approving SignatureAccounting Use Only

Check Number: _____ Amount: _____ Date: _____

Appendix D – Excess Lodging Rate Request

STATE OF CALIFORNIA - DEPARTMENT OF PERSONNEL ADMINISTRATION

Print

Clear

EXCESS LODGING RATE REQUEST / APPROVAL

STD. 255C (Rev. 10/2011)

Advance Department of Personnel Administration (DPA) approval is required for lodging rates that exceed the delegated reimbursement rates. Submit APPROVED request with Travel Claim.

CLAIMANT'S NAME (Print or Type)		PRIMARY RESIDENCE (City, State and ZIP Code)		WORK PHONE NUMBER (include Area Code)	
DEPARTMENT		DIVISION / OFFICE		HEADQUARTERS CITY	
CURRENT STATE LODGING REIMBURSEMENT RATES:					
All California counties not listed below		Actual expense up to \$84 per night, plus tax			
Los Angeles and San Diego counties		Actual expense up to \$110 per night, plus tax			
Alameda, San Francisco, Santa Clara, and San Mateo counties		Actual expense up to \$140 per night, plus tax			
REGULAR TRAVEL ABOVE THE STATE RATE			ALL CONFERENCES AND CONVENTIONS		
<input type="checkbox"/> Lodging Rate above State Rate, up to \$140.00: Advance Departmental approval only			<input type="checkbox"/> Conference / Convention Lodging Rate up to \$150.00: Advance Departmental approval only		
<input type="checkbox"/> Lodging Rate over \$140.00: Advance Departmental and DPA approval required			<input type="checkbox"/> Conference / Convention Lodging Rate over \$150.00: Advance Departmental and DPA approval required		
TRAVEL DATES	FROM (Month, Day, Year)		LODGING INFORMATION	LODGING NAME	
	TO (Month, Day, Year)			ADDRESS	
POINT OF ORIGIN			PHONE		
DESTINATION - ADDRESS AND CITY			ROOM RATE		
REASON FOR TRIP			\$		
REASON(S) FOR HIGHER LODGING RATE					
<input type="checkbox"/> Employee required to stay at lodging site.					
<input type="checkbox"/> Lack of transportation to alternative lodging.					
<input type="checkbox"/> Employee is handicapped and requires "reasonable accommodation."					
<input type="checkbox"/> No alternative lodging available.					
<input type="checkbox"/> State business will be conducted in late night meetings.					
<input type="checkbox"/> Emergency travel.					
<input type="checkbox"/> Cost of transportation to alternative lodging equals cost of requested lodging.					
<input type="checkbox"/> Other.					
Explain why each of the above checked reasons apply. Document "Good Faith" effort to obtain lodging from 3 vendors at or below the state rate for the location of travel. Attach copies of agenda, lodging requirements, registration, etc. that help justify reasons checked above.					
I request prior approval of a lodging rate in excess of the state maximum rate for this destination.					
CLAIMANT'S SIGNATURE		CLAIMANT'S TITLE		CBID	DATE SIGNED
DEPARTMENT CONTACT (Print or Type)		DEPARTMENT CONTACT'S TITLE		DEPARTMENT CONTACT'S PHONE NUMBER	
DEPARTMENT APPROVAL (Signature)		TITLE		DATE APPROVED BY DEPARTMENT	
DPA APPROVAL (Signature)		TITLE		DATE APPROVED BY DPA	

Appendix E – Justification for Rental Car Expense

Short-Term Vehicle Justification Form

TO: State Controller's Office
Division of Claim Audits
3301 'C' Street, Suite 700 (B18)
Sacramento, CA 95816

From: _____
Agency Name Division Name

RE: _____
Name of Employee (s)

Subject: Substantiation for renting a larger vehicle rather than the contract vehicle OR
for daily rate exceeding contract rate OR refueling charges, OR other request.

- ☐ 1. Employees Traveling Together
Two or more employees traveling together with luggage and other belongings.
More economical to rent one larger vehicle.
- ☐ 2. Employee is Large in Stature
Please describe the circumstances and advise the make and model of vehicle rented
and the make and model available for contract rate

- ☐ 3. Medical Problem: A statement from a medical doctor is on file with the supervisor.
- ☐ 4. Other:
This will include specialty vehicles (Hybrids, Large Vans, etc.), vehicles utilized over the
intermediate contracted rate, rentals with non contracted companies and refueling
charges

NOTE: Crescent City, CA Car Rental Exemption.
There are only two rental car vendors in Crescent City, Hertz and Two Guys Express
Auto Rental. DGS/OFA approval not needed per SCO & DGS/OFA.

Signature - Employee's SUPERVISOR Date Printed SUPERVISOR Name Title

I hereby certify that the information listed above is true and correct.

Revision Date 7/1/11

Appendix F – Authorization to Use POV (STD 261)

STATE OF CALIFORNIA

Print

Clear

**AUTHORIZATION TO USE PRIVATELY OWNED
VEHICLES ON STATE BUSINESS**
 STD. 261 (REV. 3-95)

*This approval must be renewed annually.
Supervisor: Retain Original Copy*
I. CERTIFICATION

In accordance with State Policy (S.A.M. 0753 & 0754) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
-------------------------------	-------	---------------

III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

Appendix G – Booking Rental Car Instructions.

Booking State of California Business Travel Reservations Online
State of California Military Department

Enterprise Rent-A-Car is excited to be named the State of California's primary Rental Car Vendor. It is fast and easy to make arrangements for your Department's car rental needs nationwide with Enterprise Rent-A-Car. Just follow the steps below to make your own reservations using the State's new travel account with Enterprise online at our web site or by phone:

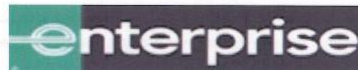
On Line

1. Log on to Enterprise Rent-A-Car's Web Site at www.enterprise.com
2. Pick the Enterprise location where you would like to pick up your rental vehicle.
 - a. You can use the Airport link to choose one of our Airport locations; or
 - b. Enter the Zip Code, City or State you are looking for.
3. Enter the Dates and Times of your desired reservation.
4. Enter your new State of CA Account Number: **DBCA118** in the "Optional: Corporate Account or Customer Number" Box.
5. You will be prompted to enter the first 3 Characters of your Company's Name, please enter **MIL** in this box.
6. Choose the rental location most convenient for you.
 - a. If you entered a specific location or airport, you will then be directed to that location.
 - b. If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
7. At the next screen you can select your vehicle.
8. Next, you will be prompted to enter your Name (First & Last), your home phone number, Cost Code, and an email address.
9. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
10. You will need to have a valid Driver's License and Reservation to pick up the vehicle.

By Phone

1. You can:
 - a. Contact your local Enterprise Rent-A-Car rental branch, or
 - b. Dial 1-800-RENT-A-CAR to be connected to the closest branch to you.
2. Provide the branch with your new State of CA Account Number: **DBCA118**.
3. The rental branch will set up a reservation that fits your needs and provide you with a reservation number.
4. You will need to have a valid Driver's License, Cost Code, and Reservation to pick up the vehicle.

If at any time you have any questions you can contact the State of California Account Department at (916) 787-4500.



CafETERA-Global Transmittal Page				
TEA0000				
				
<div style="border: 1px solid black; padding: 2px;"> REMITTANCE INFORMATION </div>		<div style="border: 1px solid black; padding: 2px;"> SUMMARY INFORMATION </div>		
MILITARY DEPARTMENT & BR 600020110-0000 SACRAMENTO CA 95826		Name		
		Signature Date 000411-0001/D		
		Issue Expires 7/1/2007		
		Advance Schedule Amount 0.00 USD		
		Estimated Due Date/year 7/1/2007		
Form ID		Agency		
<div style="border: 1px solid black; padding: 2px;"> DIRECTIONS FOR REMITTANCE </div>				
Mail this original receipt and follow-up correspondence to the address below. Unless your manager has directed otherwise, place this receipt (and receipts into an envelope and address exactly as shown above.				
<div style="border: 1px solid black; padding: 2px;"> RECEIVED BY (NAME) </div>				
Row #	Date	Transfer Due	Amount	If not submitted, 7 days
1)	03/09/11	Outgoing	99.46 USD	
2)	03/09/11	Outgoing	99.26 USD	
3)	03/09/11	Outgoing	99.46 USD	
4)	03/09/11	Outgoing	72.96 USD	
<div style="border: 1px solid black; padding: 2px;"> UNPAYABLE </div>				
I have reviewed this document.				

Printed on 04/29/13

CaMTERS - Global Expense Summary									
REPORT INFORMATION					REPORT TOTALS				
Name Expense Dates 01/01/13-03/31/13 Periodicity Account Start Date/Time 01/01/13 08:00 End Date/Time 03/31/13 11:15 Exp. Location 01020313 Purpose of Trip 01 - International / Outside Information R's rep					Report Using 01-04/13/13 Department Paid 03011303 Accountant's Name 03011303 Amount of Expenses 761.04 USD				
CAUTION: see also the FTR index at the end of the report									
EXPENSE DATA SUMMARY									
Date	Expense Description	Amount	Taxonomic Type	Category	Sub-Category	Change in	QTR		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		35.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		50.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		65.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		80.00		
03/01/13	Dinner	18.00	Cash	United States (US)	1.00		98.00		
03/01/13	Gasoline	10.00	Cash	United States (US)	1.00		108.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		123.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		138.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		153.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		168.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		183.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		198.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		213.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		228.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		243.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		258.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		273.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		288.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		303.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		318.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		333.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		348.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		363.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		378.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		393.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		408.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		423.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		438.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		453.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		468.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		483.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		498.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		513.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		528.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		543.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		558.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		573.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		588.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		603.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		618.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		633.00		
03/01/13	Personal Auto Mileage	15.00	Cash	United States (US)	1.00		648.00		

Printed on G40047.5

CHARTERS Global Expense and Miscellaneous Detail						
EXPENSE DETAIL SUMMARY						
Date	Expense Line	Amount	Category	Project	Category	Account Designated
06/01/13	Personal Auto Mileage	\$1.89	Non-reimbursable			No
06/01/13	Personal Auto Mileage	\$1.91	Reimbursable			No
06/01/13	Personal Auto Mileage	\$1.89	Reimbursable			No
06/01/13	Personal Auto Mileage	\$1.90	Reimbursable			No
06/01/13	Dinner	\$3.00	Non-reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Personal Auto Mileage	\$4.97	Reimbursable			No
06/01/13	Personal Auto Mileage	\$5.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Dinner	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00	Reimbursable			No
06/01/13	Reimbursable	\$100.00	Reimbursable			No
06/01/13	Dinner	\$3.00	Reimbursable			No
06/01/13	Lodging	\$15.00	Reimbursable			No
06/01/13	Breakfast	\$5.00	Reimbursable			No
06/01/13	Lunch	\$3.00</				

Pyrenoidium (see Subclass 2.3)

Please remember to attach all original receipts as a backup when submitting your report.

Appendix I – Cost Comparison Worksheet

COST COMPARISONS

State travel is to be accomplished in the most economical manner that is in the best interest of the State. The State shall not incur additional expenses in order to accommodate an employee's choice to use alternate transportation.

When an employee chooses to travel in a manner that is not the normal method of transport, the employee shall not be reimbursed more than had the travel been accomplished in the least expensive manner. For trips of this sort, a cost comparison shall be completed to reflect the minimum cost that would have been incurred had the travel taken place by normal means.

The most common cost comparisons are done because an employee chooses to drive their personal vehicle on a trip that would normally include a flight. The cost comparison would consider only the costs associated with the portion of the trip actually being substituted, and only at the lowest possible rates. For example, an employee receives approval to drive his private vehicle from Sacramento to Los Angeles. The comparison is done only from the point and time the employee would normally have left on travel status in Sacramento to the point and time he/she would have returned to Sacramento.

Note that only the expenses that are actually being substituted are being compared. When the employee gets to Los Angeles, his business transportation expenses will be reimbursed. The employee may claim the actual business miles driven in the personal vehicle, may use a contract rental car, or may use other acceptable means of transportation necessary in order to complete the State business. No rental car is used in the comparison because there is no "in lieu of...." for the business miles driven in L.A.; transportation expenses will be covered.

Expenses for meals/lodging will be reimbursed only for the period of time that the trip would have provided those reimbursements if the employee had flown.

<u>Example Comparison of Transp. Expenses</u>	Expenses: Flying	Expenses: Driving
Mileage:		
To and from Sac Airport - 20 @ .555 CPM	\$11.10	
To and from L.A. – appx 780 @ .555 CPM		\$432.90
Parking - Long term at airport - 1 day @ \$10.00	\$10.00	
Airline Ticket - to and from L.A. (\$116 x 2)	<u>\$232.00</u>	_____
Total	\$253.10	\$432.90

Note: Ground transportation will be reimbursed in the manner used. It is not a factor in the cost comparison. All ground transportation options that were available to the employee had they flown are also available when they drive their personal vehicle under a cost comparison, plus they have the option of using their vehicle and claiming the business miles at the travel location. For example:

- If the employee chooses to use their personal vehicle on State business at the travel location, they will be reimbursed for the actual business miles incurred.
- If the employee chooses to rent a car at the travel location, the contract rental costs will be paid for per the provisions of the DGS Car Rental Contract.
- If the employee chooses to use a State vehicle, the State will provide it.
- If the employee uses a shuttle, the actual shuttle costs will be reimbursed.

Employees who drive their cars to destinations to which they would normally fly, and are receiving air fare in lieu of mileage through use of a cost comparison are no more required to use their personal vehicle than they would be at any other time. The State cannot require that they use their personal vehicle once they do not arrive at the travel location, nor can departments negotiate any agreement with the employee that specifies use of their personal vehicle. That would jeopardize the state for liability in excess of that which our mileage reimbursement accepts as in DPA rule 599.631 and the bargaining unit agreements.

Note: mileage and airfares updated 7/11

Appendix J – Tri-Fold for Short Term Travel Reimbursement

<p>Prior approval must be granted for upgrades, non-contracted rentals and rentals over 7 days.</p> <p>Rental Car must be fueled prior to returning to rental car agency.</p> <p>Rental Car must be changed into claimant's name for non-duty days (personal time).</p> <p>The State will not pay for collision or medical insurance with rental of a commercial automobile.</p> <p>Travel by Commercial Aircraft: The State Military Department has entered into a contract to provide complete travel services throughout the state, utilizing the State's contracted discount airlines. All methods of travel arrangements must be made through the Military Department's Travel Agency;</p> <p>CalTravelStore 916-376-3989 http://www.caltravelstore.com/pages/travelstore</p> <p>ALL airline tickets for State employees must be procured through CalTravelStore by utilizing their on-line reservation system (Concur). Employee must complete an on-line profile with the CalTravelStore prior to reservations being made. Employees purchasing any internet airline ticket from a third party internet broker such as Priceline, Orbitz, etc., will not be reimbursed by the State. Airline and Rental Car charges must be included in CalATERS as direct charges to the State.</p> <p>Airport Parking Expenses: (PML 2007-024) State employees on authorized travel status should use the least-costly option when parking at airports. However, if an agency/department determines that additional parking costs above the lowest-cost option are in the best interest of the State, a justification explaining the necessity for the additional costs shall be submitted with the employees' Travel Expense Claim (TEC). Agencies/departments should note that TEC's submitted without the required justification will be cut by the travel technician.</p> <p>Travel Advances: Request should be submitted two weeks prior to the execution of travel and only one outstanding travel advance is authorized at a time.</p>	<p>Advances are authorized for 80% of the estimated expenses. Deductions will be applied to the first claim submitted following an advance. Outstanding travel advances must be cleared prior to the issue of a second advance. Forms are located in the portal and must be submitted as back-up to the documents printed from CalATERS.</p> <p>Receipts and Miscellaneous: Receipts are required for lodging, commercial automobiles to include replacement of fuel, parking over \$10.00, business telephone calls over \$5.00 and miscellaneous business expenses. HINT: Keep all you receipts until your claim is filed. You are responsible for your own travel arrangements and your own claim. All travel and business expenses are to be incurred as a result of conducting State business, and are subject to review & verification by the approving authority. For training with agendas a copy of the certificate of agenda must be submitted. Be sure your claim form is complete, submitted timely, with all supporting documents, and in duplicate to NGCA-JSD-SC.</p> <p>Certain reimbursable Employee Business Expenses (EBE) must be reported to the Federal Internal Revenue Service (IRS) and/or the State of California, Franchise Tax Board (FTB) and could be subject to income tax withholdings.</p> <p>For more detail information regarding State Employee's Travel please consult the Military Department State Travel Procedures, Transportation and Travel Handbook, your director's travel coordinator, and/or the Military Department Travel Department located:</p> <p>Joint Forces Headquarters (JFHQ) State Comptroller - Accounts Payable 9800 Goethe Road, Room 223 Sacramento, CA 95827 916-854-3551</p> <p>Military Department Travel Liaison Supervisor (916)854-3374 Help Desk: Travel Technician (916)854-3551 Accounting Technician (916) 854-3375</p>
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State of California Military Department State Travel Quick Reference Guide



April 10, 2013

Rates, time frames and requirements in this pamphlet are applicable to all represented and excluded employees. Additional details applicable to the travel reimbursement program may be found in the Military Department's Travel Procedures, Transportation and Travel Handbook, the State Administrative Manual and Department of Personnel Administration (DPA) Rules.

CALIFORNIA STATE TRAVEL PROGRAM

Conditions of Travel: Authority for an employee to travel must be granted by the employee's supervisor in advance, prior to the employee entering travel status. Normally, meals and lodging will not be allowed at any location within 50 miles of the employee's home or headquarters. Approval by the Military Department is required under these conditions.

In-State Travel

Lodging Reimbursement Rates - In State: Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide a receipt to claim reimbursement, **no exceptions.** Note: An original receipt is valid if it contains the hotel name and address, claimant's name, date by day itemization, single occupancy rate and a zero balance. The rate of reimbursement is as follows:

- All California counties not listed below actual expense up to \$84 per night, plus tax
- Los Angeles and San Diego counties actual expense up to \$110 per night, plus tax
- Alameda, San Francisco, Santa Clara, and San Mateo Counties actual expense up to \$140 per night, plus tax

In-State Travel Approval: form must be approved by the supervisor and Chief of Staff prior to the trip taking place. A copy of this form must also be submitted with the travel expense claim.

Excess Lodging Request: form (STD 255C) must be completed prior to the trip taking place. Claimant must include a record of at least 3 attempts to locate a room at the state rate.

Transportation: Reimbursement for travel will only be for the method of transportation that is in the best interest of the State, considering both the direct cost and the employee's time. When an employee chooses a method of transportation that is more costly than the normal method of travel, i.e. driving a personal vehicle instead of flying or using a rental car, the

reimbursement will be changed to the lower amount. A cost comparison must be submitted with CalATERS documents. Flight estimate can be found by either going to the DGS-Travel web page or by calling the TravelStore.

Meals and Incidentals (each 24 hour period): Reimbursement rates are maximums, not allowances and employees may claim only their actual expense.

Breakfast:	\$ 6.00
Lunch:	10.00
Dinner:	18.00
Incidentals:	6.00

Time Frames:

First Day of Travel (Trip more than 24 hours)

Trip begins at/before 6am - may claim breakfast.
Trip begins at/before 11am - may claim lunch.
Trip begins at/before 5pm - may claim dinner.

Fraction Day (After 24 hours of travel)

Trip ends at/after 8am - may claim breakfast.
Trip ends at/after 2pm - may claim lunch.
Trip ends at/after 7pm - may claim dinner.

Fraction Day (Trip of less than 24 hours)

Trip must begin at or before 6am AND end at or after 9am in order to claim breakfast.
Trip must begin at or before 4pm AND end at or after 7pm in order to claim dinner.
No lunch or incidentals may be claimed, if there is no overnight stay, these meals are taxable.

NOTE: Full meals included in airfare, or hotel and training fees, or otherwise provided may not also be claimed as reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee and juice are not considered full meals.

Training: Rooms that are contracted by the sponsor for the event.

State Sponsored: Employees attending a State-sponsored conference will be reimbursed for requested lodging up to \$110 per night, plus tax if the appointing authority has granted prior approval for attendance. An Excess Lodging Form (STD 255C) must be completed prior to the trip taking place.

Note on TIC: "State Sponsored"

Non-State-Sponsored: Employees attending a non-state-sponsored training will be reimbursed for requested lodging if the appointing authority has granted prior approval for attendance.

Out of State Travel: Lodging with receipt for actual expenses, meals/incidentals, are the same rates as in-state reimbursement.

Out of Country Travel: Lodging with receipt for actual expenses, (subject to department approval) meals/incidentals, as published by the US Govt for dates and places traveled. Call DPA for rates.

Mileage Reimbursement Rates: All privately owned vehicle mileage driven on State business is subject to advance approval by the state appointing authority. The rate claimed shall be considered full reimbursement for all cost related to the operations and maintenance of the vehicle, including both liability and comprehensive insurance.

- Automobile 565 cents per mile
- Private Aircraft up to 51 cents per mile
- Bicycle 4 cents per mile

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rates times twice the number of miles you actually occupy the vehicle (pays for each round trip).

Commercial Automobile Rental: When a state owned vehicle is not available and automobile travel is essential to conduct state business employees may rent commercial automobiles through the following companies:

Primary Vendor
Enterprise 916-788-7053
www.enterprise.com
State Account Number: DBCA118

Secondary Vendor
Alamo / National
(Note: Claimant must first attempt to use the primary. Reason for using secondary vendor must be noted in the TIC.)

Appendix K – Invitational Orders (ITO)

State of California
Military Department
 Office of the Adjutant General
 9800 Goethe Road - P.O. Box 269101
 Sacramento, CA 95826-9101

Edmund G. Brown, JR., Governor



Date: _____

MEMORANDUM FOR CAJS-SP-AP

SUBJECT: Invitational Travel Orders (ITO)

1. This document serves as an invitational travel order for:
 - a. Name: _____
 - b. Job Description: _____
 - c. Social Security Number: _____
2. You are invited by the Military Department to attend the:
 - a. Title: _____
 - b. Date(s): _____
 - c. Destination(s): _____
 - d. Purpose: _____
3. Your travel is authorized from your Home of Record (HOR) to and from the destination(s) and date(s) listed above. Government quarters are no available. **TRAVEL ARRANGEMENTS MUST BE MADE THROUGH CALtravelstore.** Telephone reservations may be made by calling 1-877-454-8785 or online reservations may be made using (Concur) at www.caltravelstore.com. The mode of transportation utilized to accomplish travel must be in the best interest of the State. **You are entitled to a lodging allowance of up to \$84.00 per night (\$140.00 in San Francisco, \$110.00 in Los Angeles and San Diego)** and a per diem allowance of up to \$40.00 a day to cover your expenses for meals and incidental expenses as prescribed in the State Administrative Manual. Per diem maximums are calculated as follows: \$6.00 for breakfast, \$10.00 for lunch, \$18.00 for dinner, and after each 24 hour period, \$6.00 for incidentals. Private vehicle mileage is reimbursed at a rate of .555 per mile. **Original receipts** are required to support all lodging costs and business related expenses, regardless of the amount. No receipts are needed for meals; however, you may not claim amounts higher than listed above. You will be required to process a Travel Expense Claim, STD 262 in order to seek reimbursement for your travel. You must submit two travel packets, one Original packet, and one Copy packet.
4. Submission of the claim for reimbursement for travel under these orders will be accomplished in accordance with the above referenced State Travel Procedures. Submission of the claim to Joint Forces Headquarters, 9800 Goethe Road, Accounts Payable #43, Sacramento, CA 95826-9101, is required within 5 days after completion of travel.
5. Travel and per diem is chargeable to accounting classification (Index/PCA) _____.
6. Should you have any questions, please contact SGT Brandie Van Sickle at (916) 854-3693 or via email at brandie.vansickle@us.army.mil.

[Signature Block]

Appendix L – In-State Travel Approval Form

STATE OF CALIFORNIA

Edmund G. Brown Jr., Governor

MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
Sacramento, California 95826-9101



OFFICE SYMBOL

Date

MEMORANDUM THRU Choose an item.Chief of Staff

FOR State Comptroller Office

SUBJECT: Request for In-State Travel by State Employee

- 1) Request approval for in State travel for the following state employee as shown below.
- Name and Grade:
 - Date(s) :
 - Destination(s):
 - Purpose:
 - Index/PCA:
- 2) I certify that the purpose of this travel is in accordance with the criteria contained in Governor's Executive Order B-06-11:
Please check box to certify (forms with unchecked boxes will not be processed): ☐
- 3) This is a mission critical travel request that is directly related to:
- Enforcement responsibilities ☐
 - Auditing ☐
 - Revenue collection ☐
 - A function required by statute, contract or executive directive ☐
 - Job-required training necessary to maintain licensure or similar standards required for holding a position ☐
 - Other (Explain): ☐

- 4) Travel requirements and estimated cost:

Transportation	\$
Private Vehicle (POV)	\$
Note: Travelers should attempt to reserve a government vehicle first. Please check the box to indicate an attempt to reserve a government vehicle <input type="checkbox"/>	
Parking	\$
Rental Car	\$
Per Diem	\$
Lodging	\$
Note: When applicable, military personnel will attempt to stay on base unless more cost-effective lodging is found. Please check the box to indicate an attempt to use base lodging. <input type="checkbox"/>	
TOTAL ESTIMATED COST:	\$

Director or Commander Name
Rank, Component
Title

Appendix M – Common Errors with Travel Claims

Process

- Putting rental vehicles or airline tickets on personal credit cards
- Not calling accounts payable with questions, *since we are here to help*

Details of Trip

- Not annotating license plate number when claiming mileage for a POV
- Not annotating location where trip begins and ends
- Not annotating details on trips that are for multiple locations
- Not providing out-of state trip number or attaching the memo to the claim
- Not annotating normal work hours

Allowable Cost and required Documentation

- Claiming excess lodging without an excess lodging approval form (completed to include signatures)
- Claiming valet parking without an explanation
- Claiming business expense without an explanation and receipt
- Not providing an updated STD Form 261 (POV) form
- Not submitting a copy of flight itinerary or car rental receipt
- For those on temporary SAD status, not submitting a copy of SAD orders
- Not submitting a copy of accounts payable correction letter when resubmitting claim

Format of Claim

- Claiming in-state and out-of-state travel on the same claim form
- Putting two fiscal years on the same claim form
- Not taping receipts on a 8 ½" x 11" piece of paper
- Not submitting the claim form and all original backup documents
- Using white-out on the claim form

Appendix N – CAARNG Regulation 55-1 and CA ANG 173-30

Headquarters,
California Army National Guard
Sacramento, California 95826-9101
15 December 2006

CAARNG Regulation 55-1
CA ANG Instruction 173-30

TRANSPORTATION AND TRAVEL

STATE TRAVEL PROCEDURES

FOR THE GOVERNOR:

WILLIAM H. WADE II
Major General
The Adjutant General

OFFICIAL:

SYLVIA CROCKETT
COL, GS CA ARNG
Army Division G-1



Applicability. This regulation applies to all State Civil Service and State Active Duty employees of the Military Department.

Supplementation. Supplementation of this pamphlet is prohibited without the prior approval of the State Comptroller, Joint Force Headquarters, California Army National Guard.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the State Comptroller.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to Office of the Adjutant General, ATTN: CAJS-SC, P.O. Box 269101, Sacramento, CA 95826-9101.

History. This regulation supersedes CAARNG 55-1 and CA ANGR 173-30 dated 1 March 1998.

Summary. This regulation establishes State travel policies and procedures.

Distribution. Distribution of this regulation is Army – A and Air – F

Contents (listed by paragraph and page number)

Purpose • 1, page 1
General Information • 2, page 1
Legal References and Authority • 3, page 1
Proponent Office • 4, page 1
Contact List • 5, page 1
Definitions • 6, page 2
Travel Advances • 7, page 3
In-State Authority • 8, page 3
Subsistence Expenses • 9, page 3
Out-of-State Authority • 10, page 3
Military Department Facilities • 11, page 3
Private Aircraft • 12, page 4
Travel Expense Claim, Standard Form 262A • 13, page 4

1. Purpose.

This regulation establishes policies to be used by State Civil Service or State Active duty employees of the Military Department when traveling in-state or out-of-state. These policies are also set forth in the Military Department's State Travel Handbook (STH) which contains a complete description of policies and procedures governing state travel. This regulation is not intended to address all, or a substantial part of the travel process covered in the STH, but instead, is limited to those areas needing to be governed by policy issued at the Adjutant General level. The proponent of the STH is the State Comptroller.

2. General Information.

a. This handbook applies to State Civil Service and State Active Duty employees of the Military Department who are required to travel in an official capacity. The purpose of this document is to provide state employees and their supervisors sufficient information about the policies and procedures that must be followed prior to, during and subsequent to period of authorized travel.

b. It is the intent of the State to provide reimbursement for necessary out-of-pocket expenses incurred by state employees because of travel on official state business. The Military Department supervisors are responsible for determining the necessity and the method of employee travel. Accordingly, it is of primary interest to employees and supervisors that the employee has specific authority to be away from their headquarters in a duty status and to incur reimbursable expenses.

3. Legal References and Authority.

The following references describe the official travel reimbursement guidelines for State Civil Service and State Active employees of the Military Department.

a. State Administrative Manual (SAM) Chapter 700

b. Department of Personnel Administration Rules, Article 2, Section 599.615 through 599.638.1.

4. Proponent Office.

Military Department
Comptroller Office
9800 Goethe Road
Sacramento, CA 95827
(916) 854-3551

5. Contact List.

Military Department
Accounts Payable
9800 Goethe Road
Sacramento, CA 95827
(916) 854-3374

1.

6. Definitions.

For the purposes of this handbook the following definitions apply:

- a. Headquarters.* Headquarters shall be established for each state employee and shall be defined as the place where the employee spends the largest portion of regular workdays or working time, or the place to which he/she returns on completion of special assignments (SAM Section 0710 and DPA Rule 599-616).
- b. Residence.* Residence is the actual dwelling place of the employee and will be determined without regard to any legal or mailing address.
- c. Travel Expenses.* Those expenses which consist of the charges and attendant expenses for meals (subsistence), lodgings, and charges for personal expenses incurred as a result of travel while on travel status.
- d. Business expenses.* Charges for business phone calls and purchase of emergency clothing, equipment, or supplies which are directly related to the employee's travel requirements.
- e. Transportation Expenses.* Transportation expenses consist of charges for commercial carrier fares, private automobile mileage, emergency repairs to state automobiles, state or privately owned automobile parking, bridge and road tolls, taxi fares, and all other charges essential to the transport of the employee in order to conduct official state business.
- f. In-State Travel.* In-state travel is defined as travel totally within California. In a few instances, the employee may be required to go into an adjoining state in order to travel to a destination in California. In those instances, that portion of the travel is also considered to be in-state.
- g. Out-of-State Travel.* Whenever employees are required to conduct official business at a location outside of California, they are in an Out-of-State travel status.
- h. Represented Employees.* State Civil Service employees represented by a bargaining unit.
- i. Non-represented Employees.* Employees that are supervisors, in management, or State Active Duty (SAD) and not represented by a bargaining unit.
- j. Department of Personnel Administration (DPA).* The State Agency which establishes rules and guidelines for state employee travel procedures.
- k. Adequate Quarters.* Adequate quarters has been defined as those having the same quality of furnishing, facilities, and services as a good quality, mid-level hotel with not less than 250 square feet net living area, private room, private bath, to include telephone services with internet capability.

7. Travel Advances.

Requests for travel advances are available on a case-by-case basis. Advances are authorized for 80 percent of the estimated expenses. Request should be submitted seven days prior to the execution of travel and only one outstanding travel advance is authorized at a time. Outstanding travel advance must be cleared prior to the issue of a second advance.

8. In-State Authority.

Authority for an employee to travel must be granted by the employee's supervisor, in advance prior to the employee entering travel status. In all cases, the individual who authorizes an employee to travel is responsible for assuring that the proposed travel is necessary and that the expenses expected to be incurred by the employee are reasonable and consistent with the objective of the travel.

9. Subsistence Expenses.

Normally, subsistence expenses will not be allowed at any location within 50 miles of the employee's headquarters. Approval by the Department of Personnel Administration is required under these conditions. The supervisor of the traveling employee will submit a Memorandum to this Headquarters, ATTN: CAJS-SC-AP, 21 days in advance to travel for those situations requiring subsistence to be paid within 50 miles of the employee's headquarters. The Headquarters will then notify the Department of Personnel Administration and seek the necessary approval.

10. Out-of-State Authority.

The Governor's Office and Department of Finance are the approving authorities for Out-of-State travel. Requests for Out-of-State travel authority must be submitted to this Headquarters, ATTN: CAJS-SC-AP twenty-one (21) days prior to the date the employee(s) will enter on travel status if the trip has not been included on the department's approved Out-Of-State Travel Blanket. Except for emergency conditions, employees will adhere to the approved itinerary and cost estimates. Request for annual blanket out-of-state travel authority are submitted by Directors each year to CAJS-SC-SB.

11. Military Department Facilities.

Employees who conduct any business at Camp San Luis Obispo, Camp Roberts, or Los Alamitos AFRC, will utilize on-post facilities and pay the billeting fee. This requirement has been sanctioned by DPA authority, in the event "adequate quarters" (see above definition) are not available at these facilities, employees may utilize off-post facilities, provided they obtain a Certificate of Non-Availability of Quarters from the post Billeting Office. If adequate quarters cannot be reserved at the time travel lodging reservations are requested the employee must provide the non-availability number or point of contact and the date of the conversation before reimbursement for commercial lodging can be made.

12. Private Aircraft.

Necessary travel on official state business may be by privately-owned aircraft whenever that is the most economical means available or is otherwise in the best interest of the State. Requests for information on use of privately-owned aircraft should be addressed to this Headquarters, ATTN: CAJA-SC-AP.

13. Travel Expense Claim (TEC), Standard Form 262A.

This form will be used for claiming reimbursement for allowable travel expenses. Each employee who travels is responsible for the preparation and submission of SF 262A in accordance with the provisions and instructions contained herein and on the reverse side of Standard Form 262A.

a. The approved Travel Expense Claim must be submitted with original and one copy, to this Headquarters, ATTN: CAJS-SC-AP, by the 15th day of the month following the month during which travel was performed. When receipts are required to support an expense, the original and one copy must accompany the claim.

b. No more than two claims for in-state travel may be submitted by an employee in any month.

c. Out-of-state travel expense claims must be submitted on a separate Standard Form 262A.

d. If the amount claimable for any month does not exceed \$10, filing must be deferred until the total exceeds \$10 or until June 30, whichever occurs first.

e. Expense claims totaling less than \$1 will not be paid.

f. Travel claims cannot span two state fiscal years. At the end of the fiscal year, travel expenses claimed for July 1 and later must be on a separate travel expense claim from those claimed prior to that date.

g. Travel Expense Claims must be reviewed, approved, and signed by the claimant's supervisor or supervisor's supervisor who has knowledge of the travel circumstances. A co-worker cannot be the approving official. Facsimile or signatures from rubber stamps or signature machines are not acceptable on TECs. Supervisors should carefully review the time, date, and location information on TECs to verify that it agrees with information contained on supporting documents such as airline tickets/itineraries. Conflicting information can arise when receipts are lost, changes are made to travel arrangements, exchange of airline tickets for alternate flights, etc. A statement of facts surrounding conflicting information is required for all instances giving full details and reasons for the circumstances. This statement of facts must accompany the Standard Form 262A and must be signed by the traveling employee.

h. Outstanding travel advances not supported by valid approved travel expense claims will be deducted from an employee's pay warrant or from a terminating employee's final pay warrant.

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